

Detached Garage Checklist

Address: _____ Date: _____

Please note that only complete applications will be accepted.

Please attach this checklist when submitting the application.

- ☐ Building Permit Application
Complete form attached
- ☐ Owner Authorization Form (If Applicable)
Required when an agent is submitting the application on behalf of the property owner.
Must be completed and signed by the property owner.
- ☐ Site Plan
Drawn to scale, showing:
 - North arrow
 - Property lines and dimensions of the parcel taken from the registered legal plan.
 - The location and dimensions of all statutory right of ways and easements.
 - Zoning setbacks and ensuring that they are met
 - The location and dimensions of any existing and proposed structures on the site showing the nearest measurement to each parcel boundary. (including decks and covered decks)
 - A buffer distance of at least 1.5 meters (5') between structures on the property

Refer to the Zoning Map and Zoning Bylaw for setbacks.

<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

- ☐ Foundation Plan
 - If area of garage is under 55m², a floating 100mm (4") concrete slab is permitted.
 - If area of garage is over 55m², there are two options:
 - an engineered slab that requires a schedule B and CB supplied by the Engineering firm
 - footing and foundation conforming to part 9.15 of the current BC Building Code. The foundation must be drawn to scale showing sufficient information to show that the proposed work will conform to the current Building Code:
 - Width and height of footings
 - Rebar size and placement for footings
 - Type and strength of concrete
 - Rebar size and placement, concrete type and strength and thickness for concrete slab
 - Waterproofing and weeping tile including sump pit location showing drainage from front or rear of the property. Draining to the rear is only permitted where there is lane.

A survey certificate must be submitted prior to placement of concrete to ensure it meets setback requirements.

☐

Floor Plan

Drawn to scale showing sufficient information to show that the proposed work will conform to the current BC Building Code:

- The dimensions of the detached garage
- Location, size, and swing of doors
- Location and size of windows
- Location of floor drains. (If applicable)
- Oil interceptor are required if tying into the sanitary service - A Plumbing Permit would required in the case.

☐

Typical Wall Section

Form completed. If windows or insulation are not part of the plan write N/A on that line.

☐

Roof Plan (If Applicable)

- If the project is utilizing trusses, the engineered truss plan must be stamped by a Professional Engineer.

Or

- If the project is conventionally framed, plan showing
 - Rafter size and span
 - Ceiling joist size and span

Building Permit Application

Property Information

Civic Address		PID
Legal Description		
Property Area (m ²)	Zoning Designation	

Project Information

<input type="checkbox"/>	Single Family Dwelling/Duplex	<input type="checkbox"/>	Manufactured Home	<input type="checkbox"/>	Weeping Tile
<input type="checkbox"/>	SFD Renovation/Addition	<input type="checkbox"/>	Detached Garage	<input type="checkbox"/>	Demolition
<input type="checkbox"/>	New construction (Commercial/Industrial)	<input type="checkbox"/>	Shed	<input type="checkbox"/>	Wood Stove
<input type="checkbox"/>	Tenant Improvements (Commercial/Industrial)	<input type="checkbox"/>	Deck	<input type="checkbox"/>	
<input type="checkbox"/>	Tri-plex or Greater/Apartment	<input type="checkbox"/>		<input type="checkbox"/>	
Estimated Value			Area of Project (m ²)		
Occupancy Classification			Does this Building Fall Under Part 3 or Part 9 of BC Building Code?		
Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial			Part 3 Buildings Consist of: <ul style="list-style-type: none"> • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area 		Part 9 Building Consist of: <ul style="list-style-type: none"> • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area

Property Owner Information

Name	Company
Address	City & Province
Email	Postal Code
Phone	Fax

Contractor Information

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, the Owner Authorization form needs to be completed and submitted.	
Will there be commercial tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tenant Company Name
Contact Person	Business Licence Number
Address	City & Province
Email	Postal Code
Phone	Fax

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____

Front Lot Line

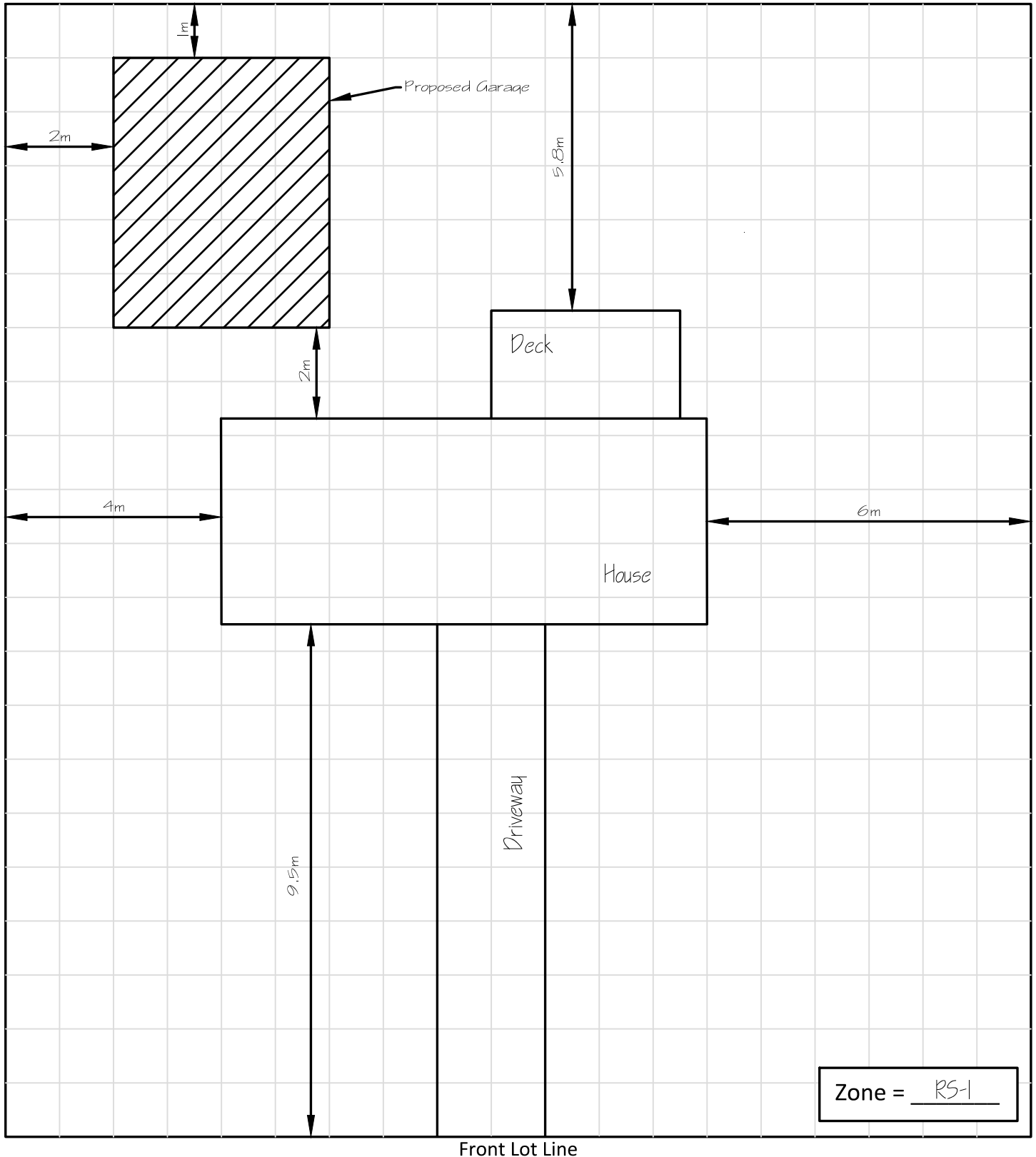
SITE PLAN EXAMPLE

Address: 2997 Main Street

Contact Name/Number: Mike Homes 250-555-1234

Please note existing building locations and distances from lot lines for any additions or decks.
This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = 1m



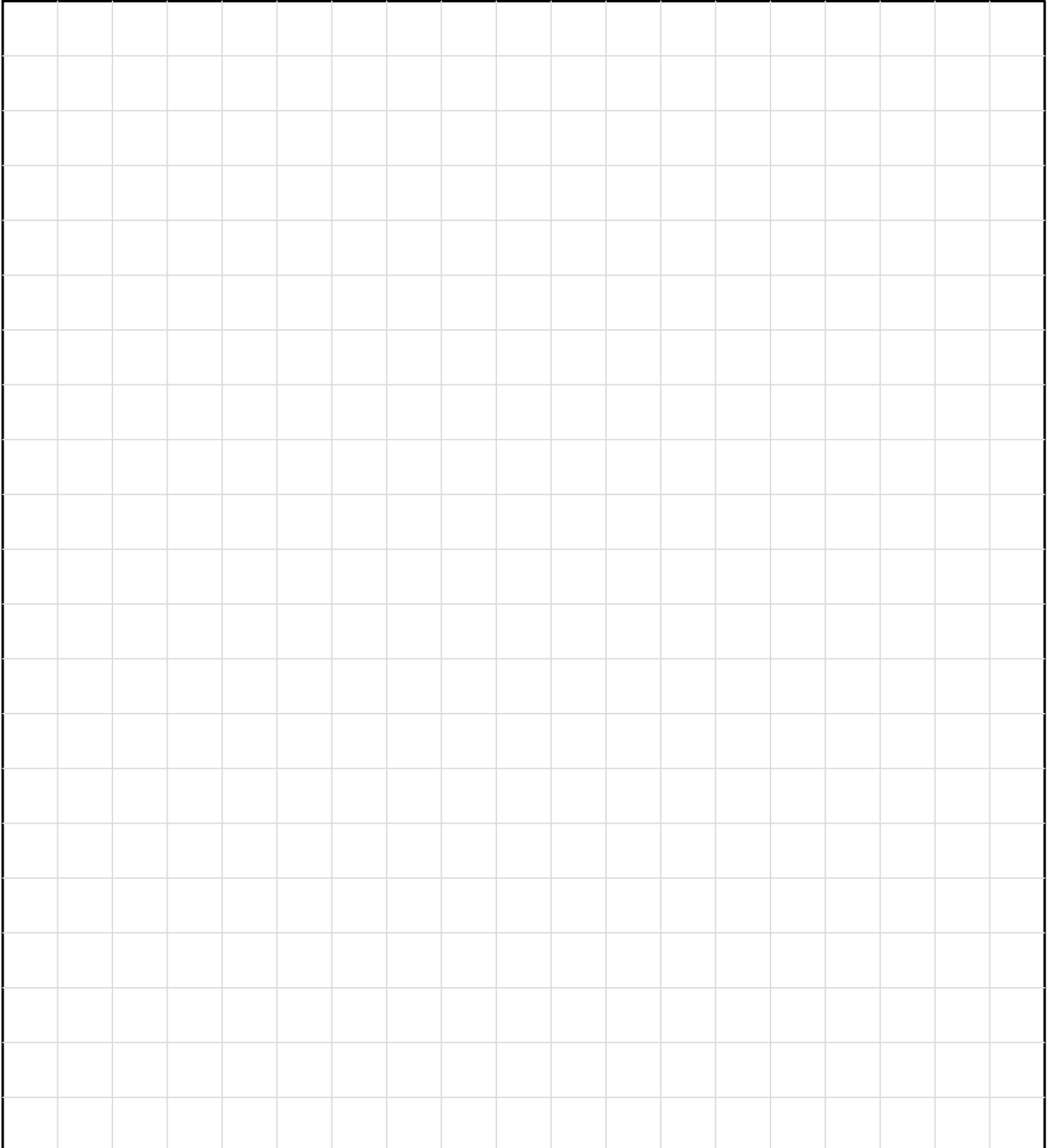
Zone = RS-1

FLOOR PLAN

Address: _____ Contact Name/Number: _____

This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = _____

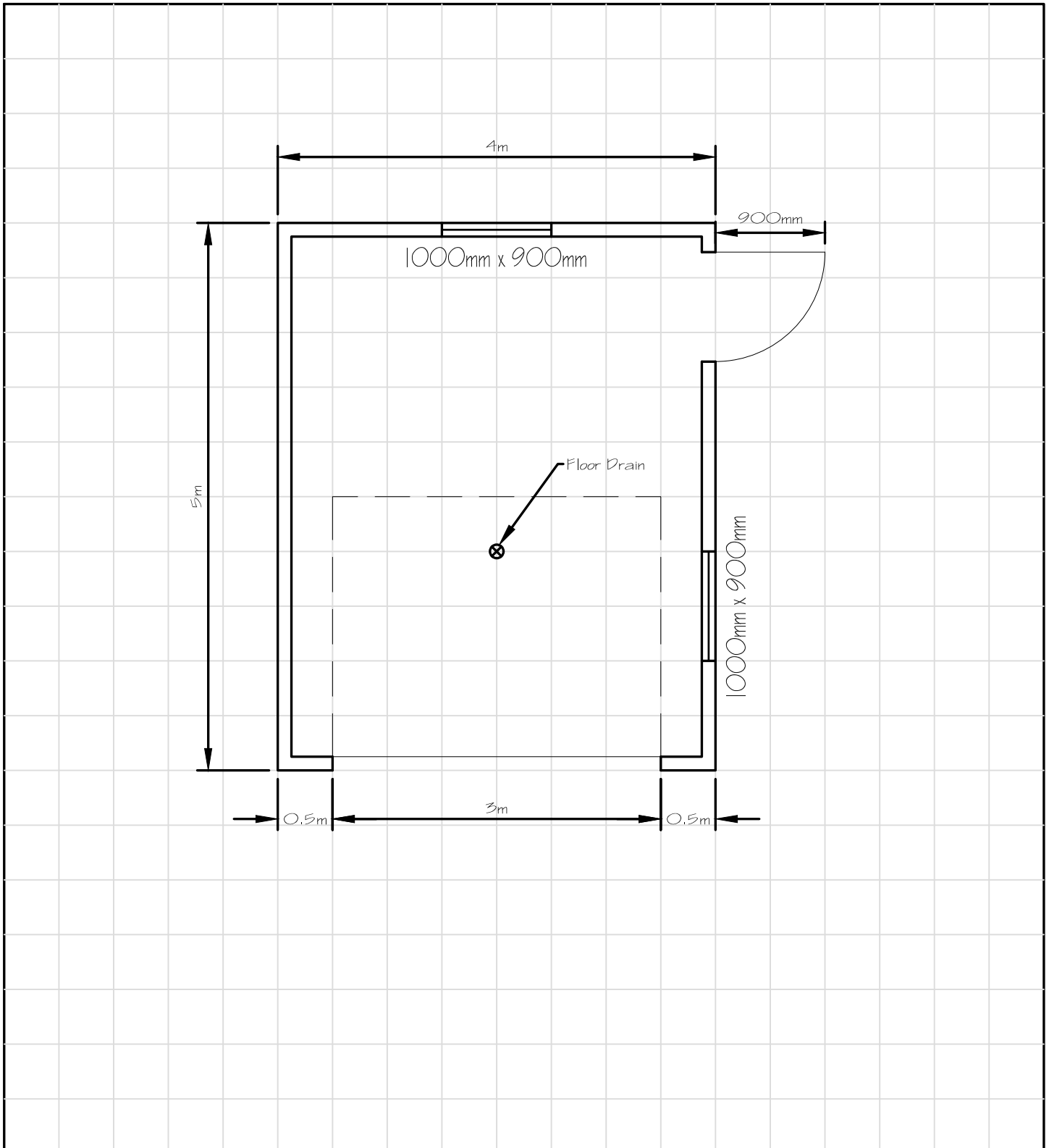


FLOOR PLAN EXAMPLE

Address: 2997 Main Street Contact Name/Number: Mike Homes 250-555-1234

This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = 0.5m



TYPICAL WALL SECTION

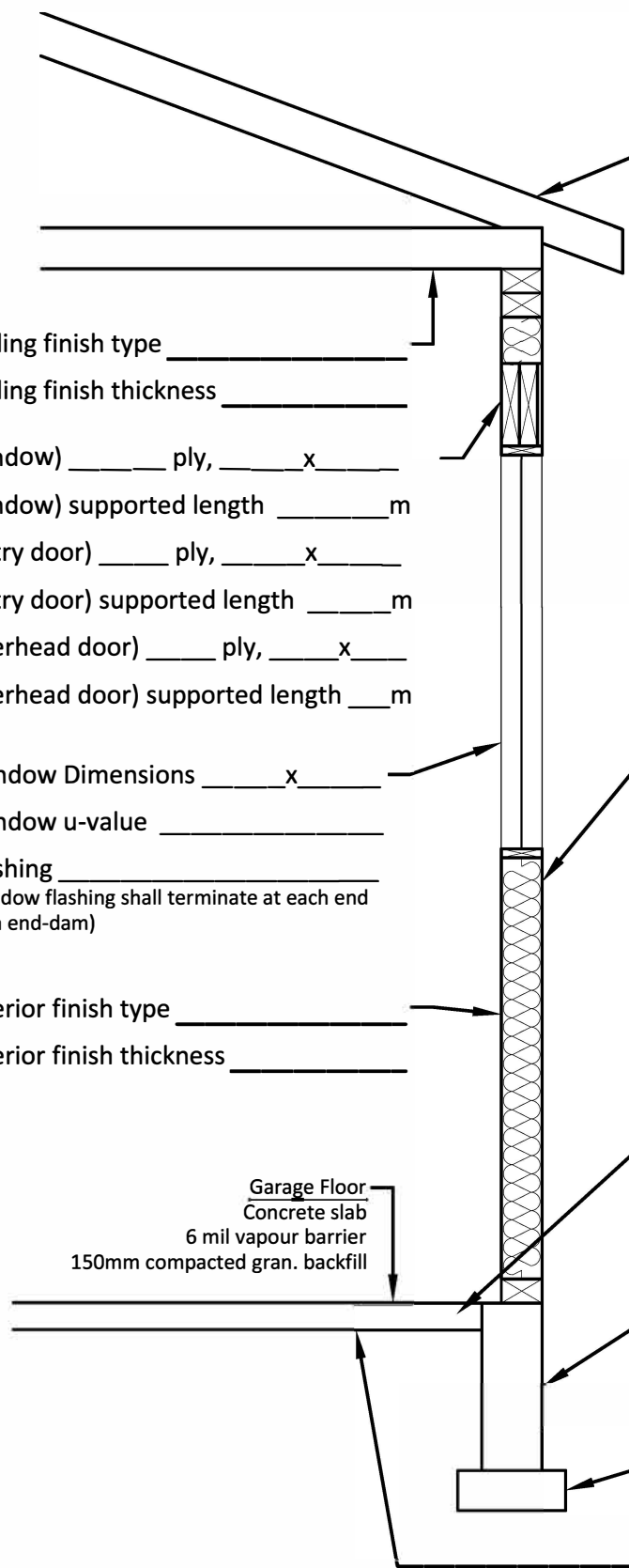
Detached Garage Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

www.dawsoncreek.ca



Building Height (Grade to Peak) _____
[Maximum is 5m (16' 5'')]

Building Dimensions _____ x _____

Roofing finish _____
Sheathing thickness _____
Sheathing type _____
Roof slope _____
AND
Rafter size _____ Spacing _____ OC
Ceiling Joist Size _____ Spacing _____ OC
OR
Truss Plan Attached? _____
(must be a Professional Engineer)

Ceiling finish type _____
Ceiling finish thickness _____

Lintel (window) _____ ply, _____ x _____
Lintel (window) supported length _____ m
Lintel (entry door) _____ ply, _____ x _____
Lintel (entry door) supported length _____ m
Lintel (overhead door) _____ ply, _____ x _____
Lintel (overhead door) supported length _____ m

Window Dimensions _____ x _____
Window u-value _____
Flashing _____
(window flashing shall terminate at each end with end-dam)

Interior finish type _____
Interior finish thickness _____

Garage Floor
Concrete slab
6 mil vapour barrier
150mm compacted gran. backfill

Wall height _____
Wall studs 2 x _____ spacing _____ OC
Vapour barrier _____
Sheathing type _____
Sheathing thickness _____
Insulation type _____ R-value _____
Air barrier _____
Exterior cladding type _____

Slab Thickness _____
Vapour Barrier _____
Rebar size _____ spacing _____ OC
Heated slab? _____ If yes, R-16 Insulation

Foundation wall thickness _____
Height of wall _____
Rebar size _____ spacing _____ OC
Insulation value _____

Footing size _____ x _____ x _____
Rebar size _____ spacing _____ OC
Depth _____ (min 1.2m / 48'')
OR
100mm thick slab? _____
(If garage is less than 55m²)